



**OFFICE OF MANAGEMENT AND BUDGET**  
**Government Support Services**  
**100 Enterprise Place, Suite 4**  
**Dover, Delaware 19904**

TO:

FROM: Dean W. Stotler, Director

DATE:

SUBJECT:

Your solicitation request has been reviewed and the following decision has been determined by Government Support Services:

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Request for posting has been approved as submitted

- You may post this solicitation on your web site as submitted in your request.
- This will be posted by GIC to the bids.delaware.gov website under the UNSPSC code of Item - Code .
- Agency Responsibility:
  - Upon award, the vendor sequence number must be added to the contract number. This is a three digit entry. If only one vendor is awarded, the sequence number will be V01. If multiple vendors are awarded then the last two digits will change depending upon the number of awarded vendors (IE: V01 – V99).
  - Update the Agency Contract Data Spreadsheet located here <http://gss.omb.delaware.gov/contracting/agencyboiler.shtml> with the contract information. If multi-vendor awarded the contract will be listed for every vendor {V01, V02, V03, etc.}
    - Email the updated Data Spreadsheet to [contracting@state.de.us](mailto:contracting@state.de.us)
  - For ERP, complete B1 and C1 Spreadsheets located here <http://gss.omb.delaware.gov/contracting/agencyboiler.shtml> with required information for all **commodities** contracts. This is not needed for service contracts.
    - Email completed spreadsheets to Althea Henry, SME/Purchasing & eProcurement (302-734-6808) at [althea.henry@state.de.us](mailto:althea.henry@state.de.us)

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Request for posting is being approved with the following modifications:

- ☐ Upon expiration contract is expected to become aggregated with contract (s) and will become a mandatory use central contract.

SAMPLE